

RECEIPT FOR PROPERTY
(Administrative Review Purposes Only)

Department:	Location:
Name of Person from Whom Property Was Obtained:	<input type="checkbox"/> Owner <input type="checkbox"/> Other (Specify)
Address:	
Purpose for Which Obtained:	
Item #:	Quantity:
Description of Articles (include model, serial #, identifying marks, value, when appropriate):	
I certify that I have received and hold myself responsible for the articles listed above:	
Date:	Typed Name: _____ Signature: _____

CHAIN OF CUSTODY

Item #:	Date:	Relinquished By:	Received By:	Purpose of Change of Custody:
		Typed Name: _____ Signature: _____	Typed Name: _____ Signature: _____	
		Typed Name: _____ Signature: _____	Typed Name: _____ Signature: _____	
		Typed Name: _____ Signature: _____	Typed Name: _____ Signature: _____	
		Typed Name: _____ Signature: _____	Typed Name: _____ Signature: _____	
		Typed Name: _____ Signature: _____	Typed Name: _____ Signature: _____	